

ADMINISTRATIVE MEMO NO. 13
(to replace Memos. No. 3F and 5)

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December 28, 1942

TO DIVISION AND SECTION CHIEFS OF FBIS:

Routing and Filing of Correspondence

(1) All incoming mail is received by Mail and Files, and after being handled, returns to Mail and Files for classification and permanent filing, together with three carbons of such reply to the letter as has been made.

(2) In addition to Mail and Files, division heads and administrative officers may keep their own divisional file for purposes of keeping close at hand carbons of letters of reply which they have made. In the case of an incoming letter of documentary value, or which needs to be referred to frequently, a carbon copy of the original may be made and kept in the divisional file.

(3) All correspondence from the FBIS to agencies or organizations outside the FBIS or the FCC shall be signed by the Director. The same is true of telegraph and cable messages to and from outside agencies. In many cases such correspondence will actually be prepared by division heads and sent to the Director for his signature. In his absence the Assistant to the Director will provide the signature. Any correspondence addressed to Cabinet members, the heads of Government departments or of independent agencies, shall be signed by the Chairman of the Commission rather than the Director of FBIS.

(4) When incoming letters to division chiefs are not disposed of by reply and filed in Mail and Files during the current day, they may remain as on-top-of-the-desk current correspondence in the division office or the office of the divisional secretary. Such material should never be of such volume that it cannot be readily produced in response to a query. It is expected that such incoming letters shall not remain as current for more than one week; at least acknowledgment should be made within that time. The disposal of such current letters means that they will be automatically returned to Mail and Files, together with carbons of the letters of reply, to be available for later reference and use by any member of the Service.

(5) Most division offices will wish to keep in their divisional files carbon copies of a certain proportion of outgoing mail in a special "hold" file, in order that a periodic secretarial check may be kept on requests made of other members of the staff or other agencies to see that there is a response within a reasonable or specified length of time. This will help to prevent any tendency to keep incoming letters out of Mail and Files.

There are some exceptions to this general arrangement which are specifically noted below:

(1) Exceptions to the rule that the Director shall sign all correspondence addressed to persons outside the Commission are as follows:

- a. Mr. Moore as Senior Administrative Officer signs answers to routine applications for positions.
- b. Dr. Watson as Chief of the Analysis Division signs answers to routine applications and letters accompanying responses to routine and repeated requests from other agencies for special reports or material. Copies of these replies are sent to the Director's Office.

The foregoing does not apply to answers of any kind to officers of foreign governments, which should always be signed by the Director.

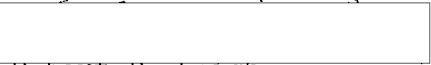
(2) Mr. Moore's personnel file operates as an extension of Mail and Files, retaining the classifications used by our Mail and Files, for all correspondence relating to personnel applications and records. The Analysis Division may retain personnel files for a "current" on-top-of-the-desk period, but they are to be permanently filed in Mr. Moore's office. It should be noted that the personnel file in Mr. Moore's office is a section of our Mail and Files, and that our Mail and Files is itself a branch of the general FCC Mail and Files, and that its classifications are so arranged that at any later period, with reorganization, our files can be consolidated with the main FCC files by mere physical relocation.

(3) Mr. Grandin's office keeps the file of memoranda and messages to and from the various field offices of the Service. In this case also this message file is a branch of our Mail and Files, and its classifications should follow those of the general FCC Mail and Files organization. Messages and cables sent to other agencies, however, are filed with our Mail and Files Division.

(4) All memoranda and messages to and from the field offices are routed through Mr. Grandin. Copies of all such messages, however, except those of a purely routine character, are sent to the Office of the Director.

(5) The Director's Office keeps a file of carbon copies of letters written to the Service making favorable comment upon its work. This, however, is again a special file of carbons, not originals. When letters of this character are received by others in the Service, they should be forwarded to the Director's Office, where copies will be made, and the originals will then be sent to Mail and Files.

Mrs. Cox, Secretary to the Director, working with Mr. Waple, will see that the arrangements defined above are put into execution.


Robert D. Leigh
Director
Foreign Broadcast Intelligence Service

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